



# CITY OF HOUSTON

## Job Posting

1	SL/CMD
2	<div><div>Applications accepted from:</div><div>ALL PERSONS INTERESTED</div></div>
3	<div><div>Job Classification</div><div>INSPECTOR (5 POSITIONS)</div></div>
4	<div><div>Posting Number</div><div>PN# 113287</div></div>
5	<div><div>Department</div><div>Public Works &amp; Engineering Department</div></div>
6	<div><div>Division</div><div>Planning and Development Services</div></div>
7	<div><div>Section</div><div>Code Enforcement/Sign Administration</div></div>
8	<div><div>Reporting Location</div><div>3300 Main *</div></div> <div><div>Workdays &amp; Hours</div><div>M - F, 8:00 a.m. – 5:00 p.m.*</div></div> <div>*Subject to change</div>
9	<div><div>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</div><div>Coordinates the enforcement and application of various codes, ordinances and technical specifications for outdoor signs, to assure conformance with plans and specifications. Prepares, conducts and reviews various types of sign inspections for compliance with specifications. Performs inspections, identifies problem areas and recommends solutions. Meets with general public, contractors, technical professionals and businesses to respond to inquiries and technical problems. Performs record keeping activities to maintain filing systems, reports and documentation. Researches and evaluates plans, specifications and drawings.</div></div>
10	<div><div>WORKING CONDITIONS</div><div>This position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.</div></div>
11	<div><div>MINIMUM EDUCATIONAL REQUIREMENTS</div><div>Requires a high school diploma/GED, and up to 18 months of education or training in the area of inspection to be performed.</div></div>
12	<div><div>MINIMUM EXPERIENCE REQUIREMENTS</div><div>Two (2) years of experience related to sign code enforcement are required.</div></div>
13	<div><div>MINIMUM LICENSE REQUIREMENTS</div><div>Valid Texas driver's license and compliance with City of Houston's policy on driving (AP 2-2).</div></div>
14	<div><div>PREFERENCES</div><div>Bilingual skills. Six (6) years or more of sign code enforcement is preferred.</div></div>
15	<div><div>SELECTION/SKILLS TESTS REQUIRED</div><div>None</div><div>However, the department may administer a skills assessment evaluation.</div></div>
16	<div><div>SAFETY IMPACT POSITION</div><div><div><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</div><div>If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug.</div></div></div>
17	<div><div>SALARY INFORMATION</div><div>Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:</div><div><div>Salary Range - Pay Grade 18</div><div>\$1,042 - \$1,699 Biweekly \$27,092 - \$44,174 Annually</div></div></div>
18	<div><div>OPENING DATE</div><div>September 20, 2006</div></div>
19	<div><div>CLOSING DATE</div><div>September 26, 2006</div></div>
20	<div><div>APPLICATION PROCEDURES</div><div>Original applications and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-7734. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.</div><div>An equal opportunity employer</div></div>